



AUTOPSY ASSISTANT, PART-TIME*

Medical Examiner's Office

The recruitment will remain open until sufficient applications from qualified candidates are received. The first review will be conducted for all paper applications received by 5:00 p.m. on *Friday, August 13, 2010* (Applications submitted on-line are due by 11:59 p.m.)

***NOTE: This position is part-time, 20 hours per week, and will include scheduled weekends plus stand-by duty.**

THE JOB

The Medical Examiner is seeking qualified candidates for the position of Autopsy Assistant. This position will provide assistance to the Medical Examiner during autopsies and other postmortem examinations. A major component of this position is cleaning of bodies before and after examination; cleaning and decontaminating of autopsy instruments and equipment; and cleaning and mopping the rooms where examinations are performed and bodies are stored. Assistance to the Medical Examiner may involve opening and closing bodies and collecting biological samples during autopsies; taking x-rays and photographs of human remains; processing digital x-rays; transporting bodies; packaging, storing and shipping of biological samples and specimens; and tracking and maintaining supply inventory.

QUALIFICATIONS

High school diploma or GED required; Associates degree or certification in Surgical Technology or similar field preferred. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire. The successful candidate will likely have a combination of education, experience, and qualifications equivalent to or including the following:

- Knowledge of anatomy, safety and biohazard control measures; use and operation of surgical equipment (such as surgical instruments, saws, scissors, and suture needles); hand tools; photographic equipment; basic record keeping practices; cleaning and sanitizing practices.
- Coursework including Anatomy, Physiology, Biology, Medical Terminology or the fundamentals of Surgical Technology
- Ability to physically perform the essential functions of the job including lifting human remains; standing for periods of time up to two to three hours; following oral and written directions and protocols; dealing with death and human remains in various stages of decomposition, disease, and trauma; handling the psychological effects of death; maintaining the confidentiality and integrity of information; adhering to stringent sanitation and biohazard control measures; and communicating effectively orally and in writing.
- Evidence of a clean driving record and valid driver's license at time of appointment.

SALARY

The salary range is \$18.69 – \$25.05 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Stand-by duty is compensated at the rate of \$2.25/hr for each hour on stand-by. Clark County provides a pro-rated benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 8 – ILWU (International Longshore & Warehouse Union).

SELECTION PROCESS

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest and Resume (Optional) – In addition to the Clark County application, applicants may submit a letter of interest and/or Resume detailing their experience in the areas mentioned above.
3. Practical Exam (Pass/Fail) – This recruitment may require a practical exam which will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
4. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
5. Background Investigation - The final candidate will be required to successfully pass a comprehensive background investigation.
6. Driver License/CDL verification and/or license abstract checks will be performed prior to final selection.
7. Employment References may be conducted for the final candidates, including verification of education.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / Relay (800) 833-6384
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

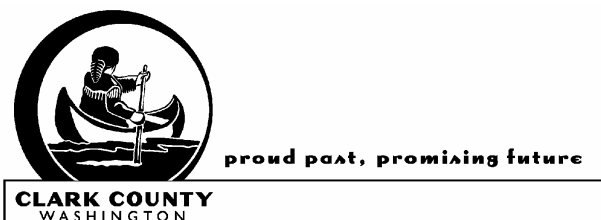
Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



Human Resources Department
 1300 Franklin Street – 5th Floor/PO Box 5000
 Vancouver, WA 98666-5000
 PHONE (360) 397-2456 FAX (360) 397-2457
 Relay (800) 833-6384
 Email: hradmin@clark.wa.gov
 www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for				Posting#	
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ()	Work Phone ()	Cell Phone ()	Home Secondary ()		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary			Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening		
Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			<input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. <div style="text-align: center; margin-top: 5px;">(A conviction record will not necessarily bar you from employment.)</div>					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. If you have questions regarding job announcements please call (360) 397-2456.

EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- May we contact your current employer? Yes [] No []
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	
OTHER EXPERIENCE	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- Hours per Week _____ Final Salary _____
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	
OTHER EXPERIENCE	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- Hours per Week _____ Final Salary _____
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	

Attach additional sheets if necessary to include all work history.
 Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.
<div> <div>Signature of Applicant</div> <div>Date</div> </div>

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

ETHNIC ORIGIN: If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

Are you a RECENTLY SEPARATED VETERAN? Yes ☐ No ☐

Are you an OTHER PROTECTED VETERAN? Yes ☐ No ☐

Are you DISABLED? Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> The Columbian | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review | <input type="checkbox"/> The Olympian |

Internet/Website Sites:

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Columbian/Yahoo!Hot Jobs | <input type="checkbox"/> Oregonian | <input type="checkbox"/> Clark County | <input type="checkbox"/> Seattle Times |
| <input type="checkbox"/> El Latino de Hoy | <input type="checkbox"/> Other Internet/Website: _____ | | |

Other Sources:

- | | | |
|--|---|---|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____ | | |